



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: Case Management Services
Number: 1440.2C
Date: September 15, 2000
Subject: Inmate Financial Obligations Program

- 1. PURPOSE AND SCOPE.** This policy establishes procedures for the processing of payments for District of Columbia court imposed obligations.

The Victim of Violent Crimes Compensation Act of 1981 (VVCCA) was enacted to mandate that inmates satisfy court-ordered financial obligations. Furthermore, the D.C. Department of Corrections (DCDC) recognizes the right of victims of violent crimes to be compensated as provided by the Act, and shall support the Act in practice and in policy.

Inmates may have other financial obligations in the form of child support, restitution, fines and compensation for damage or destruction to government property. Case management staff has the responsibility of reviewing each inmate's financial obligation(s), and with the inmate develop a plan to fulfill the obligation(s).

- 2. PROGRAM OBJECTIVES.** The expected results of this program are:

- a. All inmates affected by the Inmate Financial Obligations Program (IFOP) will be identified by the Record Office staff.
- b. Each progress report will document the inmate's IFOP status.
- c. Fines owed will be entered in the Criminal Record Information System (CRISYS) by the Legal Instruments Examiner.

3. DIRECTIVES AFFECTED

- a. Directive Rescinded: DO 1440.2B, "Victims of Violent Crime Compensation Act," (1/27/86)
- b. Directives Referenced

- (1) Mayor's Order 82-155 dated August 26, 1982, subject: "Delegation of Authority Under the District of Columbia Victims of Violent Crime Compensation Act of 1981," (D.C. Law 4-100)

(2) Chapter 4, Title 3, D.C. Code (1985 Cumulative Supplement)

4. STANDARDS REFERENCED. None

5. AUTHORITY. District of Columbia Victims of Violent Crime Compensation Act of 1981, D.C. Law 4-100.

6. DELEGATION OF AUTHORITY. The Office of the Corporation Counsel is delegated authority to monitor compliance of the "Inmate Financial Obligations Program" within the DCDC.

7. DEFINITIONS. For the purpose of this Program Statement, an "obligation" is defined as monies owed by an inmate to the D.C. Treasurer and/or the Courts.

8. PROCEDURES

a. Identification of Inmates Affected

- (1) The Central Detention Facility (CDF) Records Office shall identify each inmate with outstanding obligations upon commitment to the DCDC for service of a sentence and forward the information to the inmate Finance Officer. In addition, outstanding obligations shall be made a part of Face Sheet #2 (ADP Form 19 DCDC 7-70) at the time of sentence computation, and shall be keyed into the VVCC field of the Criminal Records Information System (CRISYS).
- (2) The Case Manager shall require each inmate with an obligation to sign a Notification of Obligation Form (Attachment 1). The Case Manager shall forward the original that same day to the Inmate Finance Officer, place a copy in the Inmate Record and provide a copy to the inmate.
- (3) The Case Manager shall include the inmate's IFOP status in the inmate's Progress Reports.
 - (a) Inmates housed in the Department's institutions and facilities (except Community Correctional Centers) shall have payments deducted from any compensation received for work performed while incarcerated.
 - (b) Payments shall be made as follows: 50% of the total amount, or 50% of the outstanding obligation, whichever is the lesser amount, will be automatically deducted each month from the inmate's Inmate Trust Fund. If an inmate's earnings are \$10.00 per month or less, the amount of payment shall be 20% of the amount earned and shall be automatically deducted from the Inmate Trust Fund account. Inmates may also authorize voluntary payments using the Inmate's Voluntary Authorization Payment Form (Attachment 2)

- (c) Inmates in Community Correctional Centers, who are employed for wages, salary, or other compensation, shall make payments at the same rate specified in paragraph 8a(3)(b).
 - (d) Inmates in Community Correctional Centers shall make payments directly to the Criminal Finance Office of the D.C. Superior Court. The inmate shall in turn provide the Community Correctional Center Finance Officer with a receipt of payment. Alternatively, payments may be made through the Community Correctional Center Finance Officer with a money order made payable to the D.C. Treasurer which will be forwarded to the Department's Accounting Officer within five (5) working days after the end of the month reported.
 - (e) For an inmate on writ, withdrawals from the account will continue to be processed until Case Management staff notifies the Finance Officer to discontinue collecting funds. If funds in an inmate's account have been exhausted, the Finance Officer shall enter zero as the actual withdrawal amount.
 - (f) For an inmate on escape status, the Case Manager will immediately notify the Finance Officer to stop collecting funds.
 - (g) Inmates with questions about receipt of payments shall contact the Case Management staff.
- (4) Upon release, the Records Office will forward appropriate notifications to the Inmate Finance Officer for any inmate with outstanding obligations. The Inmate Finance Officer will then remove the inmate's name from the active financial record.

b. Funds Affected


- (1) The Inmate Finance Officer will insure that funds received by inmates from the industrial wage system, the non-industrial wage system, work training or furlough employment will be subject to the provisions of this Program Statement.
- (2) Within 45 days after the effective date of this Program Statement, the Inmate Finance Officer will review the account of each inmate identified under Section 8b(2) who has an outstanding obligation. If the account has funds in excess of \$50.00, an automatic deduction will be made as follows: If the inmate's outstanding total obligation is \$25.00 or less, the full amount shall be deducted from the inmate's account, provided that the Inmate Finance Officer has determined that the funds to be deducted are from compensation earned while incarcerated. Thereafter, for each succeeding month, the amount of automatic payment deductions shall be made in accordance with paragraph 8b(2) of the order.

9. RECORDS AND REPORTS

- a. The Inmate Finance Officer is responsible for preparing the Inmate Financial Obligation Report (Attachment 3) for all inmates housed in the Department's institutions and submitting it to the Office of the Chief Financial Officer no later than 30 days after the end of the month for which the report is prepared.
- b. The Administrator for Community Release Programs is responsible for preparing the Inmate Financial Obligation Report (Attachment 3) for inmates housed in Community Correctional Centers. The report shall be submitted to the Office of the Comptroller no later than 30 days after the end of the month for which the report is prepared.
- c. The External Confinement and Monitoring Administrator is responsible for preparing an Inmate Financial Obligation Report (Attachment 3) for inmates housed in contract facilities. The report shall be submitted to the Inmate Finance Officer no later than the 15th day after the end of the month for which the report is prepared. The Inmate Finance Officer shall forward a copy of the Monthly Report to the Office of the Corporation Counsel.

10. IMPLEMENTATION

- a. Within 90 calendar days after the effective date of this Program Statement, the Deputy Director for Operations and the Special Assistant to the Director shall:
 - (1) Assure that each inmate committed prior to the effective date of this Program Statement who has an outstanding obligation is given, for signature, a copy of the "Notification of Obligation and Payment" form; and,
 - (2) Assure that the form is distributed in accordance with paragraph 8a(2).
- b. Within 30 calendar days after the effective date of this Program Statement, the Inmate Finance Officer shall develop written procedures for the collection, transfer, and automatic deduction of funds, preparation and submission of all other applicable sections of this Program Statement.



Odie Washington
Director

Attachments